



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

PERSONNEL TECHNICIAN I

\$2,250 - \$3,201

HUMAN RESOURCES MANAGEMENT DIVISION

SACRAMENTO

The Department of Insurance, Human Resources, is seeking a Personnel Technician I to perform civil service selection functions including examination and certification.

RESPONSIBILITIES: The position is responsible for the review of applications to determine eligibility for examinations based on minimum qualifications; researching and resolving complex problems regarding rejected applications and minimum qualification issues in person and over the telephone; preparing and creating exam documents, such as bulletins, riders, contact letters, and any related correspondence; scheduling and coordinating examination interviews; assisting in resolving examination scheduling problems, proctoring and assembling written tests; responding to examination protests and preparing correspondence on examination appeals; advising analysts regarding correct procedures for abolishment and establishment of lists, and processing the certification of eligibility lists. The incumbent will participate as a Human Resources team member and perform other related assignments as required.

DESIRABLE QUALIFICATIONS:

- Ability to work independently; perform extremely detailed work with a high degree of accuracy; handle multiple priorities; meet strict deadlines; and handle sensitive and confidential material.
- Ability to resolve complex problems and research solutions to problems.
- Experience and knowledge of the State Personnel Board laws and rules, and State civil service selection procedures.
- Experience and knowledge of SPB's decentralized certification and examination on-line systems as well as various computer operations.

WHO MAY APPLY: Applications will be accepted from current State employees at the Personnel Technician I level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed, however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.***

APPLICATION PROCEDURE: Send a completed standard State of California application to Christina Vaiza, Department of Insurance, 300 Capitol Mall, Ste. 1300, Sacramento, CA 95814—Human Resources **PLEASE INDICATE "Personnel Technician I #191-5160-XXX" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. For additional information, please call (916) 492-3411.

FINAL FILING DATE: **December 24, 2004 or Until Filled**

NOTE: Interested individuals, including list eligible candidates, must submit applications by the final filing date in order to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD